



## FY 2004 STATE HOMELAND SECURITY GRANT PROGRAM



### DESIGNATION OF ADMINISTRATOR FORM

The (Municipal Name) will receive the following allocation from the FY 2004 State Homeland Security Grant Program (SHSGP):

PROGRAM	ALLOCATION
State Homeland Security Grant Program	(Municipal Amt)
Law Enforcement Terrorism Prevention Program	(Municipal Amt)
Citizens Corps Program	(Municipal Amt)
Total FY 2004 Allocation	(Total Municipal Amt)

This allocation was developed by the Homeland Security Working Group and approved by the Governor's Domestic Preparedness Senior Steering Council.

In addition to the Jurisdictional allocations, the following set asides have been approved from the local portion of the SHSGP for initiatives benefiting First Responders on a statewide basis:

PROGRAM	PROJECT	ALLOCATION	PROJECT	ALLOCATION
SHSGP	Regional Response Teams	\$ 2.1 mil	Interoperability Issues	\$ 1,211,898
LETPP	POST Training	\$ 215,027	Task Force Stipends	\$ 300,000
	Interoperability Issues	\$ 250,000	CAPTAIN Upgrades	\$ 235,000

The Jurisdictions have three options to administer these funds: (Check one)

Option 1 ☐

#### ADMINISTER THE FUNDS AT LOCAL LEVEL

Jurisdiction chooses to administer the funds locally. An ISIP must be submitted with this form. Grant applications with all the necessary assurances and budget information will be distributed to jurisdictions submitting an ISIP. Jurisdictions will submit completed grant packages for review and approval. **NO ENCUMBRANCES OR EXPENDITURES MAY BE INCURRED UNTIL THE JURISDICTION RECEIVES A GRANT AWARD INDICATING THE ISIP AND APPLICATION HAVE BEEN APPROVED.**

The Jurisdiction will assume all administrative functions including grant reporting requirements as outlined in Appendix C and F of the ODP FY 2004 State Homeland Security Grant Guidelines. **Funds will be distributed on a reimbursement basis** The SAA will reimburse the Jurisdiction quarterly for eligible expenditures based on information supplied on the quarterly financial report. A maximum of (3%) of the total allotment may be used for administrative purposes as detailed in the grant guidelines. The Jurisdiction must comply with all requirements detailed in the ODP FY 2004 State Homeland Security Grant Guidelines and DOJ Financial Guide.

Option 2

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**ADMINISTER THE FUNDS THROUGH A REGIONAL PLANNING ORGANIZATION**

Designate the Regional Planning Organization (RPO) to administer the funds on the behalf of its member Jurisdictions. The RPO will be responsible for submitting an ISIP for its jurisdictions. (Municipal Name ) is responsible to coordinate with the designated RPO to ensure the ISIP is submitted on its behalf by the June 4<sup>th</sup> deadline. Grant applications with all the necessary assurances and budget information will be distributed to all RPOs submitting an ISIP. RPOs will submit completed packages for review and approval. ***NO ENCUMBRANCES OR EXPENDITURES MAY BE INCURRED UNTIL THE JURISDICTION RECEIVES A GRANT AWARD INDICATING THE ISIP AND APPLICATION HAVE BEEN APPROVED.***

The RPO will assume all administrative functions including grant reporting requirements as outlined in Appendix C and F of the ODP FY 2004 State Homeland Security Grant Guidelines. ***Funds will be distributed on a reimbursement basis.*** The SAA will reimburse the RPO quarterly for eligible expenditures based on information supplied on the quarterly financial report. A maximum of (3%) of the total allotment may be used for administrative purposes as detailed in the ODP FY 2004 State Homeland Security Grant Guidelines. The RPO must comply will all requirements detailed in the ODP FY 2004 State Homeland Security Grant Guidelines and DOJ Financial Guide.

Jurisdictions will be responsible to ensure their individual needs will be met with Regional Administration. RPOs will not be required to maintain separate jurisdictional accounts.

Designate the administering RPO: \_\_\_\_\_

Option 3

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**ADMINISTER THE FUNDS THROUGH THE STATE ADMINISTRATIVE AGENCY**

Designate the State Administrative Agency (SAA) to administer the allocation on their behalf. Sign the enclosed MOU and return with this completed form.

The State will accept all administrative oversight: procurement, fiscal, grant reporting and audit requirements. The entire allotment will be used for the equipment, planning, training, and exercise needs of the Jurisdiction. ***Administrative costs attributable to the SAA will be charged to the State's portion of the funding.***

The Jurisdictions will submit their equipment, training, planning, and exercise needs to the SAA for processing.

The signature indicates approval of your Jurisdiction's allocation of FY 2004 State Homeland Security Grant Program and designation of fund administrator.

\_\_\_\_\_  
(Municipal CEO's Signature)  
Municipality

**This completed form must be returned by June 4<sup>th</sup> regardless of the option chosen.**

Please mail the original form to: Department of Public Safety, Division of Homeland Security  
Rowland Government Center  
55 West Main St.  
Waterbury, CT 06702 -- Attn: Rosemary Salerno (203) 805-6577